



GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: ITDSA-0

June 10, 2015

TO: Each Supervisor

FROM: Gail Farber *Gail Farber*
Director of Public Works

BOARD AGENDA ITEM 34 OF MARCH 18, 2014 INFORMATION TECHNOLOGY STUDENT INTERNS PROGRAM STATUS UPDATE

On March 18, 2014, the Board approved and awarded contracts for an Information Technology Student Interns Program to the California State Universities of Dominguez Hills and Fullerton. The contracts are for the universities to provide students to participate in a paid internship program at Public Works. The students will apply what they have learned in school by working on technology projects with the guidance of an information technology professional.

In our Board letter (copy attached), we indicated that after the first year, Public Works would report back with highlights of the program to the Board. The program has been successful as highlighted below.

Program highlights:

- Five interns were accepted into the program. Public Works offered two interns permanent employment after their internship, and they accepted.
- Interns contributed to completing several noteworthy projects utilizing technologies, such as Geographic Information Systems, Oracle/Microsoft Structured Query Language Server databases, and Microsoft.NET programming language.
- Public Works established working relationships with the two universities and provided ongoing feedback on classes where improvements were needed to better prepare students.

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- Interns gained valuable technology experience in an actual business environment, which helped them succeed in seeking future employment in the technology field.

The internship program has proven to be successful for the students, universities, and Public Works. We plan on continuing the program with the California State Universities of Dominguez Hills and Fullerton. If you have any questions, please contact me or your staff may contact Jesse Juarros at (626) 458-4117 or at jjuarros@dpw.lacounty.gov.

PL:my

P:\itpub\Secfinal\ITDSA\Memos\Internship Status 05-15.docx

Attach.

cc: Chief Executive Office (Rochelle Goff)
Executive Office

#34



GAIL FARBER, Director

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ADDRESS ALL CORRESPONDENCE TO:
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ALHAMBRA, CALIFORNIA 91802-1450

March 18, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**AWARD OF CONTRACT FOR
INFORMATION TECHNOLOGY STUDENT INTERNS PROGRAM
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ()
DISAPPROVE ()**

SUBJECT

This action is to award two Contracts for an Information Technology Student Interns Program to the following universities: California State University Dominguez Hills, College of Business Administration and Public Policy; and California State University Fullerton, Auxiliary Services Corporation to provide information technology students with paid internship.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the contract work is categorically exempt from the provisions of the California Environmental Quality Act.
2. Award the Contracts for an Information Technology Student Interns Program in an annual aggregate sum of \$300,000 to the following universities: California State University Dominguez Hills, College of Business Administration and Public Policy; and California State University Fullerton, Auxiliary Services Corporation. These Contracts will be for an initial three-year term commencing on April 1, 2014, or execution by both parties, whichever occurs last, with two 1-year renewal options and a month-to-month extension up to six months for a maximum potential contract term of 66 months.

3. Authorize the Director of Public Works, or her designee, to annually increase the Program amount up to an additional 10 percent of the annual contract sum for unforeseen, additional work within the scope of the Contract, if required, in accordance with these Contracts.
4. Authorize the Director of Public Works, or her designee, to execute these Contracts to award Contracts for this Information Technology Student Interns Program to additional universities that meet all the requirements described in the Request for Statement of Qualifications for a term not to exceed a total contract period commencing on execution by each party and ending on March 31, 2019, including renewal options, if exercised, and a month-to-month extension for up to six months; to renew the Contracts for each additional renewal option and extension period if, in the opinion of the Director of Public Works, or her designee, each University has successfully performed during the previous Contract period and the services are still required; to approve and execute amendments to incorporate necessary changes within the Scope of Work; and to suspend work if, in the opinion of the Director of Public Works, or her designee, it is in the best interest of the County of Los Angeles to do so.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to establish an ongoing working relationship with local colleges and universities for information technology (IT) student interns. The Department of Public Works (Public Works) has contracted for these services since 1997, and it has proven to be beneficial for all parties. Public Works will hire interns to assist with IT development, projects, and support. The schools gain an IT career development resource, along with real life examples to supplement the curriculum. Public Works will collaborate with school administrators and faculty to share industry trends, influence the curriculum, and enhance the overall educational experience. The student interns gain valuable work experience in the technology field and the business environment. The Program also allows Public Works to identify and recruit potential candidates for future County employment. From previous Contracts, the student interns have moved on to gainful IT careers in the private sector and within Public Works.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provisions of Operational Effectiveness (Goal 1), Fiscal Sustainability (Goal 2), and Integrated Services Delivery (Goal 3). These two Contractors who have the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner, will support Public Works in meeting these goals.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The Contracts are for an annual aggregate amount of \$300,000 plus 10 percent for additional work within the scope of the Contract. This amount is based on Public Works' estimated annual utilization of the Contractors' services.

Funding for these services is included in the Fiscal Year 2013-14 Internal Service Fund Budget. Funds to finance the Contracts' optional years and 10 percent additional funding for contingencies will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended Contractors are as follows: California State University Dominguez Hills, College of Business Administration and Public Policy, located in Carson, California; and California State University Fullerton, Auxiliary Services Corporation, located in Fullerton, California. These Contracts will be for an initial three-year term commencing on April 1, 2014, or execution by both parties, whichever occur last.

With the Board's delegated authority, the Director of Public Works, or her designee, may renew these Contracts for two 1-year renewal options and a month-to-month extension up to six months for a maximum potential total contract term of 66 months.

The Contracts will be in the form substantially similar to the form previously reviewed and approved by County Counsel (Enclosures A). Prior to the Director, or her designee, executing these Contracts, the Contractors will sign and County Counsel will review them as to form. The recommended Contracts were solicited on an open-competitive basis and are in accordance with applicable Federal, State, and County requirements. The Contractors are in compliance with the requirements of the Chief Executive Officer and the Board.

The award of these Contracts will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County requirements. These Contracts contain terms and conditions supporting the Board's ordinances, policies, and programs including, but not limited to: the County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN and GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and Defaulted Property Tax Reduction Program Ordinance, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

Data regarding the proposers' minority participation is on file with Public Works. The Contractors were selected upon final analysis and consideration without regard to race, creed, gender, or color.

Proof of the required Comprehensive General and Professional Liability/Errors and Omissions insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the Contractors before any work is assigned.

It is requested that the Board delegate to the Director, or her designee, the authority to execute the individual Contracts with each Contractor. This will eliminate the need to process each Contract through the Board. Public Works will leave the Request for Statement of Qualifications (RFSQ) process open to continue to receive statements of qualifications from additional qualified universities.

With the Board's delegated authority, the Director, or her designee, will enter into future additional contracts on an as-needed basis depending on the needs of the County with universities who meet the RFSQ requirements. The new Contracts will commence on April 1 of each year and end on March 31, 2017, with two 1-year renewal options and a month-to-month extension for up to six months.

After the first year, Public Works will report the successes and highlights of the Program to the Board. Included in the report will be demographics information and statistics, such as number of interns, awarded universities, and interns' County of residence.

Public Works has evaluated and determined that the Living Wage Program (Los Angeles County Code, Chapter 2.201) does not apply to these recommended Contracts, which are for services required on an as-needed and intermittent basis; hence, these Contracts are not Proposition A contracts (Los Angeles County Code, Chapter 2.121).

These Contracts do not allow for a cost-of-living adjustment for the optional years.

The Chief Information Office (CIO) reviewed this Board Letter and recommends approval. The CIO determined this recommended action contains no new information technology matters requiring an Analysis. The Department of Public Works IT Student Interns Program has been in place since 1997 and was approved by the Board most recently in March 2007 for a term of five years ending in March 2012. Therefore, no formal CIO Analysis is required.

ENVIRONMENTAL DOCUMENTATION

These services are not a project pursuant to the California Environmental Qualification Act (CEQA), because it is an activity that is excluded from the definition of a project by Section 15378 (b) of the State CEQA Guidelines. This proposed action is an administrative activity of government which will not result in direct or indirect physical changes to the environment.

CONTRACTING PROCESS

On July 8, 2013, Public Works solicited proposals from 16 independent Contractors and community business enterprises to accomplish this work. Also, a notice of the RFSQ was placed on the County's "Doing Business With Us" website (Enclosure C), and an advertisement was placed in the Los Angeles Times. Two statements of qualifications were received on September 26, 2013, and on October 7, 2013. The statements of qualifications were first reviewed to ensure they met the mandatory requirements outlined in the RFSQ. The two statements of qualifications were determined to have met all the requirements of the RFSQ. Therefore, it is recommended that both apparent responsive and responsible proposers be offered the opportunity to enter into a County contract to provide IT student intern services.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of these Contracts will not result in the displacement of any County employees.

CONCLUSION

Please return one adopted copy of this letter to the Department of Public Works, Administrative Services Division.

The Honorable Board of Supervisors

3/18/2014

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Respectfully submitted,



GAIL FARBER

Director



RICHARD SANCHEZ

Chief Information Officer

GF:GZ:cg

Enclosures

c: Chief Executive Office (Rita Robinson)
Chief Information Office
County Counsel
Executive Office